

BYLAWS
of the
PEDESTRIAN & TRANSIT ADVISORY COMMITTEE
of the City of Somerville, Massachusetts

ARTICLE I. PURPOSE, MISSION, & PRINCIPLES

Section I. Purpose

These bylaws are intended to create a framework for the operation of the Somerville Pedestrian & Transit Advisory Committee, (the “Committee”). These bylaws define the Committee’s mission and principles, areas of work, meeting procedures, member roles and responsibilities, and officer election procedures and duties.

Section II. Mission Statement

The Somerville Pedestrian & Transit Advisory Committee dedicated to promoting walking and taking public transportation, improving the quality and effectiveness of the pedestrian and transit experience, and promoting policies and programs supportive of walking and public transportation in the City of Somerville.

Section III. Principles

The work of the Committee shall be dedicated to the following core principles:

- i. Improving and expanding access to, and the accessibility of, walking and public transportation
- ii. Increasing safety for all modes of transportation, particularly for pedestrians and transit users
- iii. Promoting and encouraging walking and riding transit as a modes of transportation
- iv. Making walking and riding transit a more pleasant experience
- v. Evaluating and improving the performance of pedestrian and public transportation systems.
- vi. Advocating for fair and equitable transit fares, and for the incorporation of an equity lens in all decisions made about pedestrian and public transportation systems.
- vii. Increasing the sustainability of pedestrian and public transportation systems

ARTICLE II. COMMITTEE WORK

Section I. Essential Elements of Committee Work

The work of the Committee shall include the following essential elements of a walkable and transit friendly community:

- i. Equity and Accessibility
- ii. Evaluation and Planning
- iii. Engineering
- iv. Education and Encouragement
- v. Enforcement

Section II. Subcommittees

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Committee members may form subcommittees to complete tasks outside of regular monthly meetings. Subcommittees may not comprise of more than half the number of committee members and may not reach quorum during their meetings. Subcommittees shall regularly report back to the full committee on their meetings. All deliberation and decisions on issues related to subcommittees' work will occur during the regular monthly meetings of the full committee.

ARTICLE III. MEMBER ROLES AND RESPONSIBILITIES

Section I. Membership

The Committee will include no fewer than 14 community representatives who either live or work in Somerville and take an active interest in pedestrian and transit issues in Somerville. The Committee shall solicit applications for membership and submit their recommendations for appointment to the Mayor.

Any member of the public may apply to become a member of the Committee through the following process:

- i. Attend a minimum of six regular Committee meetings in a two year period.
- ii. Actively participate and contribute to the Committee's mission through events, planning, research, or outreach.
- iii. Declare interest in becoming a member at a monthly Committee meeting and obtain endorsement of membership by the Committee through a simple majority vote. The Committee shall submit any recommendation for appointment to the Mayor.
- iv. Write a letter to the Mayor expressing interest in becoming a Committee member and detailing any relevant experience.
- v. If appointed by the Mayor, arrange a time with the City Clerk to be sworn in as a member.

Section II. Member Terms

Members will be appointed for two year terms. Terms are renewable at the discretion of the Mayor. Any vacancy shall be filled by appointment by the mayor for the balance of the unexpired term, taking into account any recommendations for appointment provided by the Committee. The City Clerk will swear-in members upon their appointment and upon any renewal of their appointment.

Section III. Member Participation Standards

Members' involvement in the Committee shall include the following, at minimum:

- i. Attendance at least eight monthly meetings per year
- ii. Regular participation as Acting Secretary to records meeting minutes
- iii. Active participation in at least one subcommittee
- iv. Participation in at least one tabling event per year or otherwise volunteer to assist with a Committee event, should such events occur

Section IV. Ex-officio Members

Two ex-officio members shall be included on the Committee, include one representative from the Somerville City Council and at least one representative from the Mobility Division of the Office of

Strategic Planning and Community Development (OSPCD). The Committee may designate additional ex-officio members by amendment to these bylaws. Ex-officio members are encouraged to attend at least one monthly Committee meeting per year to coordinate with Committee members on relevant issues and to be available as needed throughout the year to respond to requests by the Committee members.

Section V. OSPCD Staff Support

The Office of Strategic Planning and Community Development (OSPCD) ex-officio member shall facilitate Committee activities by maintaining connections between city staff and the Committee members. The OSPCD ex-officio member's responsibilities shall include but are not limited to: organizing logistics for meeting rooms and other meeting needs, posting information publicly to meet Massachusetts Open Meeting Law requirements, keeping Committee members up-to-date on City activities related to pedestrian and transit issues, and organizing meetings with other City staff as needed.

ARTICLE IV. OFFICER ELECTIONS AND RESPONSIBILITIES

Section I. Officers

Members will annually elect three officers by majority of the quorum: the Chairperson, the Vice-chair, and the Secretary.

Section II. Officers Roles and Responsibilities

i. Chairperson

- a. The Chairperson is primary representative of the Committee and is responsible for facilitating meetings, organizing a committee work program and subcommittees, managing external relationships with the public and City staff, and overseeing communications from the Committee, including the writing and signing of official Committee correspondence.
- b. The Chairperson, in collaboration with the Vice-chair, shall prepare the meeting agenda for the monthly Committee meeting and send it to the OSPCD ex-officio member at least one week prior to the meeting for public posting.
- c. The Chairperson shall run Committee meetings following Robert's Rules of Order and is expected to review and edit draft meeting minutes, the Annual Report, and other Committee documents.

ii. Vice-chair

- a. The Vice-chair shall regularly coordinate with and assist the Chairperson in fulfilling their duties and shall be prepared to take over the Chairperson's duties in the event that the Chairperson is not present.
- b. The Vice-chair is be expected to make considerable contributions to the Committee, taking on substantial roles and responsibilities, as agreed upon between the Chair and Vice-chair.
- c. The Vice-chair shall also assist in the reviewing and editing the draft meeting minutes, the Annual Report, and other Committee documents.

iii. Secretary

- a. The Secretary shall be ultimately responsible for draft meeting minutes and attendance records. These duties may be designated to an Active Secretary, as detailed below in Section II.iii.b.
- b. The Secretary shall organize an Acting Secretary schedule, whereby members of the Committee will take turns recording meeting minutes, maintaining a record of members, guests, and ex-officio members in attendance, and reviewing/editing draft minutes. The Secretary shall ensure that Acting Secretaries fulfill their duties and will help to review and edit draft minutes.
- c. The Secretary shall fulfill administrative and communications duties, such as helping to maintain a web and social media presence, maintaining and updating the calendar of events, and helping to manage the creation of the Annual Report.
- d. The Secretary shall be prepared to run meetings in the event that the Chairperson or Vice-chair are not present.

ARTICLE V. ADDITIONAL COMMITTEE PROCEDURES

Section I. Meeting Procedures

Monthly Committee meetings shall be held following Robert's Rules of Order. Meeting times and locations can be changed subject to Committee member approval by majority of the quorum. Monthly meetings cannot take place without a quorum, defined as a simple majority of Committee members present in-person.

Section II. Voting

Voting may only occur at a regular monthly meeting when there is a quorum, defined as a simple majority of Committee members present in-person. Voting may not occur remotely or at a subcommittee meeting.

Section III. Annual Report

The Committee shall render to the Mayor and the City Council an Annual Report of its activities and recommendations.

Section IV. Communications with the Community

Members of the Committee may at times convey the Committee's views on particular matters to the wider community. The Committee may send communications that represent the Committees' interests or opinions. Such communications shall be approved by a majority vote of the Committee members and signed by the Chair of the Committee. Committee members are free to communicate their personal views to the public, the press, or to the government. In doing so, however, they must make it clear that they are not speaking for the Committee.

Section V. Compensation

The members of the Committee shall serve without compensation, but may be allowed expenses with the approval of the Mayor and subject to appropriation by the City Council.